

5. SUBMISSION REQUIREMENTS AND SELECTION PROCEDURES

5.1 Submission Requirements

A deposit and fifteen (15) printed copies of the proposal must be submitted by 4pm on October 1st to:

Office of the Secretary of the Board
District of Columbia Redevelopment Land Agency
801 North Capitol, NE, Second Floor
Washington, D.C. 20002

The deposits for the parcels are as follows:

Parcel 5: \$10,000
Parcel 15: \$25,000
Parcel 19: \$10,000
Parcel 24: \$10,000
Parcel 26: \$25,000
Parcel RO-20: \$10,000
Parcel 32: \$10,000

The RLA reserves the right, at its sole discretion, to reject any proposal it deems incomplete or unresponsive to the submission requirements. The RLA also reserves the right, at its sole discretion, to reject all proposals and re-advertise at a later date. If the submission is deemed incomplete, that proposer's deposit will be refunded in full. In the event that the RLA determines that it should reject all submissions, all deposits will be refunded.

Bidders are invited to submit more than one development scenario and pricing proposal. Multiple development programs and financial offers by the same principal Development Team will be considered a single submission; each option should be included in the submission. Team members may participate in submissions from more than one Bidder.

If a Bidder wishes to change the composition of the proposed development team at any time in the selection process it must notify the RLA in writing. The RLA reserves the right to reevaluate the proposed change to the development team and eliminate it from further consideration. The RLA will require similar notification and approval rights following award. The interim Exclusive Right Agreement and the Land Disposition Agreement will include similar provisions.

If at any time after the RLA award, but prior to entering into a Land Disposition Agreement, the bidder should decide not to proceed, the bidder must notify the RLA and give the reasons for its decision. A successful bidder wishing to withdraw may be subject to the loss of part or all of the monetary security posted at the time of award. If the District is unable to deliver the Property, all deposits and any interest earned will be returned.

For a submission to be complete, the bidder must submit the following information on standard letter sized format. Bidders are asked to keep the text of their base proposal and summary of supporting information to a minimum.

5.11 Qualifications, Experience and Financial Feasibility: To evaluate the capability of each respondent, the RLA requires the information described below.

This solicitation seeks developers and architectural teams with proven experience in urban, mixed-use residential, commercial, and retail.

5.111 Team Members

1. The name, address, telephone number, fax number, and e-mail address (if available) of each principal, partner, or co-venturer participating in the entity the Bidder proposes to develop the site, and of each of the other professional firms identified with the Bidder's proposal;
2. The name, address, telephone number, fax number and e-mail address (if available) of the representative authorized to act on behalf of the Bidder and who is available to respond to questions or requests for additional information;
3. Identification of any affiliation or other relationship between any of the members of the proposing team responding to this offering and any development company, parent company, or subsidiary; and
4. Identification of any relationship between members responding to this offering and any person working for, appointed to a position in, or elected to an office of the District of Columbia Government, RLA, Office of Planning, DHCD, NCRC, or any other entity from which there may be even an appearance of conflict of interest.

5.112 Qualifications and Experience

1. If the Bidder is not an individual doing business under his or her own name, a description of the status of his or her organization (whether a corporation, a non-profit or charitable institution, a partnership, a business association, or a joint venture) indicating the jurisdiction under whose laws it is organized and operating, and a brief history of the organization and its principals;
2. The principals, partners, or co-venturers participating in the proposal who have agreed to be part of the proposing entity, and a copy of any written agreement;
3. The individual who will be or whose organization will be the managing principal or partner;
4. The nature and share of each participant's financial investment in the project or the proposing entity and the role for each;

5. Relevant projects with which the managing principal or partner and the design architect have had primary involvement, including illustrative material of projects that demonstrate each of their abilities, the name and address for each project identified, the name and telephone number of persons familiar with the development who may respond to inquiries from the RLA, and the principal, partner, or design architect's role in each project;
6. Illustrative materials that will help the Selection Committee and RLA board to evaluate the caliber, innovation and relevant experience of the architectural team.
7. References for the managing principal or partner, including names, addresses and telephone numbers, and a letter authorizing each reference to respond to inquiries regarding the design, financing and development of prior projects. One of the references must be a staff member from a public agency who has reviewed a proposal from the Bidder or who has negotiated an agreement with the Bidder;
8. A list of the professionals the Bidder will be employing for this project. For each professional firm, the proposal should include a description of the staff capabilities, the resumes of all senior-level staff who will be working on this project, and information on their role on this project, and their past experience that is directly relevant to this project;
9. If available, the most current report from Dun & Bradstreet or other recognized credit-reporting service for each participating principal, partner, or co-venturer, or any relevant business entity.

Bidders may submit additional material that they believe will assist in evaluating the ability of the Bidder, the design architect, and any other professional who will be participating in the development. Should the RLA need additional information, it will request the authorized representative to submit the necessary material.

5.113 Financial Feasibility- To evaluate the entity's ability to finance the proposed development, the RLA requires the following information:

1. A narrative or tabular statement identifying the company or joint venture's ability and commitment to invest capital into the proposed project;
2. A comprehensive development budget showing the project's total development costs, and itemizing the purchase price of the site, construction, architectural, engineering and related fees;
3. A "Sources and Uses" statement describing the expected equity requirements and sources, the anticipated sources of working capital, and the anticipated sources permanent and construction debt financing for the project; and

4. For rental units and retail space, the submission should include a 20-year operating pro-forma analysis demonstrating the project's operating characteristics including net operating income, debt service requirements and related coverage ratios. With respect to for-sale units, the submission should include an absorption and sell-out schedule identifying the estimated absorption time. The pro-forma analysis should be consistent with this absorption projection.
5. For office space or other commercial space, the submission should include a 20-year operating pro-forma analysis demonstrating the project's operating characteristics including net operating income, debt service requirements and related coverage ratios. The submission should also include an absorption and lease-up schedule identifying the estimated absorption time. The pro-forma analysis should be consistent with this absorption projection.
6. Statements from commercial tenants, institutions or equity partners expected to contribute to the project, describing their financial involvement in and the nature of its commitment to the project.

Should the RLA require additional material, it will request the authorized representative to furnish the necessary information. To the extent permitted by law, the RLA will hold all financial information in confidence.

5.114 Project Organization – The bidder and its partnership members should include the following information to assist the District in evaluating the proposals:

1. A brief (less than five pages) narrative description of the basis of the partnership, specifically the prior collaborative experience, business terms of the partnership, management relationship among the team members and between the lead and partner developers, and a detailed schedule for how the team plans to organize itself to deliver the projects simultaneously.
2. An organizational chart indicating the organization and management structure for the proposed development team.

5.12 Financial Compensation: The Bidder and all associates should sign the financial proposal of sale and conditions. The proposal letter should describe the financial offer in detail, along with any limiting conditions. Basic development pro-formas describing estimated development costs and projected project income are also requested as part of presenting proposed lease terms. Given that the project size or use composition may vary according to use and final design, Bidders may submit a different financial offer with each development option proposed.

5.13 Development Program and Concept Plans: The RLA requires that Bidders identify and describe in detail the elements of its proposed development and the rationale for the particular architectural solution proposed. Bidders may submit multiple development

scenarios and are encouraged to describe in detail how they believe each scenario meets or exceeds the program goals and objectives.

The Concept Plans and information on the development program must include:

1. Estimated achievable gross floor area at and above grade (on-site FAR);
2. At least 15 copies of the Concept Plans, which must include the following at the scales indicated:
 - a. A site plan (1" = 40.0') which includes the entire block as context;
 - b. Basement, ground floor, typical floor, and roof plan (1/32" = 1.0'); and
 - c. Illustrative elevations, renderings and massing diagrams from major streets (1/16" = 1.0') which include the streets (including street names) to the for streets to the South North East and West; and
 - d. The RLA may request one set of 40'-60' presentation boards with items a, b and c shown on them for the selected bidder.
3. Within each written submission, a complete set of the Concept Plans reduced to 8-1/2" by 11";
4. A description of the proposed exterior materials;
5. The total gross and net square footage for the proposed development, the total gross square footage at and above grade, and the total gross and net square footage for each use by floor;
6. The total number of residential units by size and both the range and the average net square footage for each unit size. Gross square feet by all land uses for all above and below grade space, including a breakdown of the unit count for each proposed residential unit type and including whether rental or condominium sales are intended;
7. The number and total percentage of affordable housing units, the amount and percentage of square footage devoted to affordable housing, the income level at which the affordable units will be aimed, the family type at which the affordable units will be aimed, and how the affordable units will be integrated into the design of the building to support affordable households;
8. Proposed development schedule and related contingencies, if any; and
9. Description of any proposed additional project or neighborhood related amenities.

Bidders may consider multiple approaches to design (that conform to this RFP) and are encouraged to outline general design issues and recommendations that they believe will enhance the broader purpose of the RLA's objectives regarding this site. Bidders may also consider a phased development approach.

5.14 Local, Small, and Disadvantaged Business Enterprises (LSDBE) Participation Plan Employment Opportunities and Community Outreach Plan

The District of Columbia Municipal Regulations provided guidelines and goals for the participation of LSDBE contracts for professional and technical services, and construction contracting and purchasing. Bidders should submit for review a plan that considers all phases of development from establishment of the development team to operation and management of the proposed project. Proposals should include a narrative or tabular description of the level of equity participation of LSDBEs in any and all phases of project's development.

The District's is also committed to its goals to advise neighborhoods of developments impacting their communities as well as provide employment opportunities for District residents. Proposals should include a narrative description a cohesive approach to achieve these goals.

5.2 Timetable

All bids must be into the Secretary of the RLA Board by 4:00 on October 1, 2001. The selection process will follow the timetable below:

Issuance of Council Approved RFP	
Bidder Conference	15 days from issuance
Proposals Due	60 days from issuance
Short List Recommendations	105 days from issuance
Board Presentations	115 days from issuance
Bidder Final Selection	145 days from issuance
Execute Exclusive Right Agreement	190 days from issuance
Execute Disposition and Development Agreement	1 year

The bidder conference will be held in the Department of Housing and Community Development's 9th floor conference room at 10:00 AM.

5.3 Evaluation Criteria

The RLA Board will review and grade the submissions on a scale of 100 points, and at its sole discretion, it will select one of the proposals. Definitions of these evaluation criteria follow.

1. Development Team Qualifications, Experience & Financial Feasibility (25 points)

The Qualifications and Experience of team members as demonstrated by the development team member's prior experience developing the requested land uses, public/private developments and the ability to raise debt and equity capital for developments, in the District of Columbia or other comparable areas. (If the team is a joint venture, the qualifications of each will be reviewed in the context of the venture's experience working together on projects.)

2. Master Developer (10)

Development teams will be awarded points if they include smaller developers, especially Local, Small, or Disadvantaged Business Enterprises, and complete the simultaneous redevelopment of the larger and smaller parcels.

3. Financial Compensation (10 points)

The financial offer for either sale or ground lease will be evaluated in Present Value terms based on a set discount rate of 10%. Dependence on public subsidy will be included in the evaluation. Scoring will be proportional to the highest bidder.

4. Development Program and Concept Plans (20 points)

The quality of the proposal will be demonstrated by the thought and consideration given to the proposed development program and design; income levels; number of units; the thoroughness evidenced in its implementation plan; and its comprehensive understanding of the project's impact on other area development, residents and institutions; and the ability of the developer to meet the requirements in Section 3 and 4.

Bidders will be awarded points if they propose additional rentable square footage set aside for affordable housing above the requirements listed in Section 3.1. Bidders also will be awarded points if they propose a plan for resident ownership of housing units, including units classified as affordable units.

5. Design Excellence (15 points)

The District seeks high quality architecture for these sites. The selected design proposal will be a signature, innovative design, which defines the sites as distinct places and can contribute to a sense of destination. Its quality will be shown through a synergy of form and function and the way that it addresses other area properties and land uses, planned and existing.

6. Local, Small, and Disadvantaged Business Enterprises (LSDBE) Participation and Employment Opportunities and Community Outreach Plan (20 points)

The selected team must evidence the participation of minority and less advantaged businesses in the project team. In addition to this target, this solicitation also seeks proposers whose team includes both women and members of minority groups in prominent positions of non-minority owned businesses and in key areas such as urban design and project finance. This

involvement is sought in all elements of the team and at all levels of participation. Proposals will also be evaluated on level of equity participation of LSBDE firms in any or all parts of the project's development. Proposals will also be evaluated on the thoroughness of their community outreach plan.

5.4 Questions and Further Information

Information for teams submitting proposals has been assembled in the form of a Developer's Kit. The Kit contains data considered pertinent to the submission of an offer meeting the requirements of this RFP.

The Developer's Kit may be obtained upon request from the Secretary of the Board listed in Section 5.1, for a non-refundable fee of \$150.00. The fee should be remitted by check or money order made payable to the D.C. Department of Housing and Community Development. Contents include:

1. Request for Proposals
2. Form of Offer
3. HUD form 6004, Parts I and II
4. Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1992, D.C. Law 9-217
5. Columbia Heights Community Based Plan
6. D.C. Law 2-156
7. Mayor's Order 85-85
8. Mayor's Order 83-265
9. 14th Street Urban Renewal Plan

Planimetrics for parcels 15 and 26 will be available from the Office of Planning at the Bidder's Conference. Planimetrics for other parcels will be available upon request.

Questions should be posed to the Office of the Secretary of the RLA as noted in Section 5.1.

(revised date: July 13, 2001)